

8 February 1961

25X1A

MEMORANDUM FOR: [REDACTED]

SUBJECT : Report of Cable Secretariat Operations from
1 - 31 January 1961

1. CABLES PROCESSED

a. The Cable Secretariat reproduced and disseminated 15,020 IN cables, 4,885 OUT cables, 1,197 TD's and 947 Miscellaneous items for a total of 22,049 work items during January 1961. This represents an increase of 2,247 items or 11% more than the 1960 monthly average of 19,800. The 1960 monthly average of work items represents an increase of 2,285 or 13% more than the monthly work items for 1959.

b. Cables increased 2,125 or 12% over the monthly average of 17,780 cables. The January total is 251 or 1% more cables than December 1960 and 5,472 or 38% more cables than January 1960. In this category the monthly average increased 2,180 or 14% over the 1959 monthly average.

c. TD's increased 32 or 3% over the 1960 monthly average of 1,165. The TD's monthly average increased 43 or 4% over the 1959 monthly average.

d. We processed an average of 851 cables Monday through Friday, 699 on Saturday and 267 on Sunday.

e. 1,727 cables or 8.5% of all cables processed were furnished to the Director as compared to 2,119 or 11% for December 1960.

2. PERSONNEL

a. Our personnel situation remains the same as last month, we lost a Cable Analyst and gained a Clerk Typist. However, next month our situation is expected to improve. The Office of Personnel has promised the C/S two Clerk Typists and we have one Clerk Typist returning from maternity leave.

25X1A b. [REDACTED] had undergone a major operation on 11 January 1961 and is doing very well. We expect him to return to work within the next few weeks.

3. GENERAL

a. The Non-CIA Cable Branch Cable Secretariat disseminated 13,483 items and distributed 168,586 copies of cables and airgrams from other agencies during January 1961. In addition they completed a total of 659 service requests.

3. GENERAL (continued)

b. A meeting was held regarding the consolidation of old RID and OCR cable elements into one unit, the Non-CIA Cable Dissemination Branch, Cable Secretariat. Attached you will find a copy of the items discussed.

c. Attached is a detailed accounting of the cost of operating the Cable Secretariat for the six months ending 10 December 1960.

25X1A The total cost is \$2,432.00 more than in the preceding six months ending 11 June 1960. A major factor in the net increase in cost is reflected in the increase cost of labor, which amounted to \$12,250.00. This increase is due to the effect of the 7 1/2 % pay raise (costing approximately \$17,763.00) and the new charge to the budget for the Health Insurance (\$1,955.00 for an average of [redacted] persons).

Despite these unavoidable increases, our total cost per cable processed was reduced from \$2.44 for the six months ending 11 June 1960 to \$2.11 for the most recent six months. This cost per cable will probably rise somewhat in the next six months since we are currently bringing our staff up to strength in view of the increased work load.

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[redacted]

Cable Secretary

Attachments (2)